Issue Date: January 13, 2014

Topic: CAS2Net Data Maintenance Downtime to Process Results and Set-up Cycle 2014

Discussion: Data Maintenance will be taken offline today, 13 January 2014 and will reopen on 27 January 2014 . All other modules will remain open during this time. The downtime will allow SRA to perform data extraction for DCPDS transactions and to ready the database for the 2014 rating cycle. The Data Maintenance module will reopen at 8:00 AM EST on the January 27th.

Action: Anytime on or after 27 January, open the Data Maintenance module to update employee records as needed.   At this time you should update any changes (such as change in supervisor assignment) for existing employees, add new employees, and delete employees who have left AcqDemo. Use the (transfer) pay pool feature to move employees from one pay pool to another.   SRA will automatically update the database to show the new 2014 base pay for each employee.   The new broadband, career path and pay for post-cycle promotions will be updated automatically as well.   As a reminder, Pay Pool Administrators are responsible for maintenance of the database. DCPDS does not automatically update information in CAS2Net.